

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO): FY2017 Hubert H. Humphrey Fellowship Program**

**Announcement Type: New Cooperative Agreement**

**Funding Opportunity Number: ECA-ECAAS-17-001**

**Catalog of Federal Domestic Assistance Number: 19.010**

**Application Deadline: June 28, 2016**

**Executive Summary:**

The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) announces an open competition to assist in the administration of the FY2017 Hubert H. Humphrey Fellowship Program. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to cooperate with the Bureau in the administration and implementation of the FY2017 Humphrey Program. The final amount that will be available in FY2017 to fund the Humphrey Program has not yet been determined; however, applicants are asked to prepare a budget not to exceed \$11,200,000 for program and administrative costs, pending the availability of funds. Please indicate the number of participants who can be accommodated based on detailed calculations of program and administrative costs. Pending the availability of FY2017 funds, the agreement should begin on October 1, 2016 and should expire on September 30, 2019.

**A. Program Description:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

**Purpose:**

The Hubert H. Humphrey Fellowship Program was established by presidential initiative in 1978. The goals of the Humphrey Program are to build mutual understanding and strengthen U.S. engagement with professionals from designated countries who are well placed to address their countries' development needs in key areas, including public health, education, sustainable development, and democratic institution-building. Each year the Humphrey Program brings accomplished professionals from approximately 100 countries in North Africa and the Middle East, Sub-Saharan Africa, East Asia and the Pacific, South Asia, Central Asia, Latin America, the Caribbean, Eastern Europe, and Eurasia to the United States for one academic year, preceded by U.S.-based pre-academic English instruction for participants who need it. The list of eligible U.S. embassies and Fulbright commissions (posts) that may nominate candidates for the Humphrey Program

is determined each year by ECA in consultation with the Department of State's six regional bureaus. The academic-year program combines non-degree graduate study, leadership training, and opportunities for substantive professional collaboration with U.S. counterparts. U.S. embassies or binational Fulbright commissions nominate candidates for the Humphrey Program based on the candidates' professional backgrounds, academic qualifications, and leadership potential. The Humphrey Program provides these emerging leaders with an opportunity to understand U.S. society and culture and participate with U.S. colleagues in current approaches to the fields in which they work, providing a basis for on-going cooperation between U.S. citizens and their professional counterparts in other countries.

Fellowships are granted competitively to candidates who have a public service orientation, a commitment to their countries' development, and strong leadership potential. Candidates are recruited from both the public and the private sectors, including non-governmental organizations, in areas such as agricultural and rural development; communications and journalism; economic development; educational administration, planning, and policy; finance and banking; HIV/AIDS policy, prevention, and treatment; human resource management; law and human rights; natural resource management, environmental policy, and climate change policy; public health policy and management; public policy analysis and public administration; substance abuse education, treatment, and prevention; teaching of English as a foreign language; technology policy and management; trafficking in persons policy and prevention; and urban and regional planning. Humphrey Fellows typically range in age from the late 20's to the mid-50's; are professionals in leadership positions who have the requisite experience, skills, and commitment to public service to advance in their professions; have a minimum of five years of professional experience; and have an interest in policy issues.

English speaking ability is required. To enable the program to accommodate qualified candidates from under-represented populations, up to 6 months of intensive English instruction is offered in the United States to selected Fellows prior to the start of the academic-year program. Outreach to under-represented populations is a major ECA priority, and in recent years between one-third and one-half of the incoming Humphrey Fellows have undertaken pre-academic English training in 8-week, 12-week, or 6-month programs.

Fourteen universities will serve as Humphrey host institutions for the FY2017 program: American University (law and human rights); Arizona State University (journalism); Boston University (finance and banking); Cornell University (agricultural and rural development and natural resource management, environmental policy, and climate change policy); Emory University (public health); the Massachusetts Institute of Technology (urban and regional planning); Michigan State University (economic development); Pennsylvania State University (education); Syracuse University (public administration); the University of California, Davis (agricultural and rural development and natural resource management, environmental policy, and climate change policy); the University of Maryland, College Park (journalism); the University of Minnesota (law and

human rights and public administration); Vanderbilt University (education); and Virginia Commonwealth University (substance abuse prevention and treatment).

The host universities are selected through a competitive process coordinated by the award recipient in consultation with ECA. Fellows from multiple world regions are placed together for the academic year at one host institution in a professional cohort of approximately 10 to 15 Fellows (for example, a dozen Fellows in law and human rights from 12 different countries around the world are placed together at one university that has applied and been approved to host in this field). Each field of study is openly competed every five years, a cycle which results in one or two fields of study being openly competed in any given year. The schedule for host campus competitions is provided in the Project Objectives, Goals, and Implementation (POGI) document for this solicitation. The recipient will initially be expected to establish cooperative arrangements with the current host universities for one year. However, proposals should include a strategy for evaluating host campus performance over the course of the year and for organizing and administering a competition to obtain and review applications from a diverse range of institutions to serve as host universities in the fields of public administration, and law and human rights, which are scheduled to be competed in FY2017.

Through guidance and on-going monitoring, the recipient should foster a consistently high level of host university engagement with and support for the Humphrey Fellows. In this context, the recipient should also engage with the host universities on an on-going basis to enhance their capacity to host Humphrey Fellows pursuing an inter-disciplinary approach in their work, reflecting the complex, real-world challenges their countries face.

To provide a more diverse U.S. experience for the Humphrey Fellows and to engage a more diverse range of communities in the United States in international exchange programs sponsored by the Department of State, "associate campuses" that might not otherwise have the capacity for graduate-level international programming (including community colleges and rural or minority-serving institutions) cooperate with Humphrey host universities to engage Humphrey Fellows substantively in projects and events at the associate campuses. The plans for host university competitions must include a requirement that all applicant universities integrate an associate campus component in their proposals.

A new program component called the Distinguished Humphrey Leadership Fellows Award is being piloted in mid-2016 under the umbrella of the FY2016 Humphrey Fellowship Program award. This initiative provides for up to 10 high-level policymakers to come to the United States for a one-week leadership seminar for the entire group followed by a week of individual job shadowing with a senior-level U.S. professional counterpart. The initiative aims to highlight the Humphrey Program's traditional focus on leadership and public service by engaging well-placed, high-profile professionals who have achieved influential policymaking positions in key areas such as climate change, women's economic empowerment, press freedom, and countering violent extremism. By linking these foreign professionals directly with policy-level U.S. officials and/or professional peers, the program will deepen the engagement of the U.S. policymaking

community, whether in government, the private sector or the NGO community, with their international counterparts and foster greater collaboration to address global challenges. Candidates will be nominated by U.S. embassies from a group of countries that will be determined each year by ECA in consultation with the Department of State's six regional bureaus. Candidates may be Humphrey Fellowship Program alumni or other highly accomplished professionals.

Applicant organizations should include a budget, program design, and timeline for the continuation and institutionalization of the Distinguished Humphrey Leadership Fellows Award in future years as part of their overall proposal submission and budget. The program design should include a description of potential host institutions for the one-week leadership seminar and strategies for reaching out to high-level U.S. policymakers and for matching foreign participants with U.S. counterparts.

In 2019, the Humphrey Program will celebrate its 40<sup>th</sup> anniversary. (The first class of Humphrey Fellows came in 1979-1980.) Applicant organizations should propose a program concept for this important anniversary that honors the contributions of the larger Humphrey community (including academic, professional, and community representatives) and celebrates the accomplishments of program alumni. The program concept should include a capstone event at one of the host universities, in Washington, DC, or elsewhere in the United States.

### **Guidelines:**

Applicant organizations are requested to submit a narrative outlining a comprehensive strategy for the administration and implementation of the FY2017 Hubert H. Humphrey Fellowship Program including preparation of participant recruitment guidelines, coordination with U.S. embassies and binational Fulbright commissions, selection and placement of participants at host universities, monitoring the Fellows' academic and professional programs, and alumni support. In addition, applicant organizations should outline a plan for a range of enhancement activities that will reinforce one another and build on the core academic and professional program. These activities must include, but are not limited to, a fall program-wide seminar (the Humphrey Global Leadership Forum) in Washington, D.C. and professional enhancement workshops on specific topics for those Fellows who share an interest in the topics (for example, climate change, food security, women's economic empowerment, digital media, or countering violent extremism).

The comprehensive program strategy should reflect a vision for the program as a whole, interpreting the goals of the Humphrey Program with creativity and providing innovative ideas and recommendations for the program. The strategy should include a description of how the various components of the program will be integrated to build upon and reinforce one another. For example, workshops or seminars should build on the campus-based academic and professional program in support of the Humphrey Program's goal of enabling the Fellows to develop leadership skills in public service. Applicants should propose a theme for the program-wide seminar and identify by name potential speakers who will stimulate the Fellows to engage in discussions with the speakers and one

another in ways that are consistent with the seminar's objectives and the program's goals. To the maximum extent feasible, the recipient should solicit proposals for enhancement activities through an open competition that is accessible to both existing partner organizations and potential new partner organizations.

Applicants should describe how they will provide periodic electronic data uploads for the ECA's participant database, and how they will ensure that these updates are accurate. Please describe a strategy for maintaining a Humphrey Program website and for updating it periodically so that Fellows' achievements and statements, listings of eligible countries, embassy and Fulbright commission contacts, and the listing of host universities are current and complete.

Pending the availability of FY2017 funds, this award should begin on October 1, 2016 and will run through September 30, 2019. This award would include both the administrative and program portions of the Hubert H. Humphrey Fellowship Program, such as the selection and placement of the 2017-2018 class of Fellows and the monitoring of their programs; the administration of creative programs of follow-up support and coordination with Humphrey alumni from all classes in coordination with ECA's comprehensive alumni outreach efforts; and the administration and implementation of enhancement activities for the 2017-2018 class, including workshops, seminars, or other activities to be proposed by the applicant organizations.

Funding for administrative expenses under this award, such as salaries and benefits, staff travel, office supplies, postage, communications, and indirect costs will cover only the period October 1, 2016 through September 30, 2017.

Funding for program expenses will cover programmatic needs for the 2017-2018 class of Humphrey Fellows throughout the entire agreement period (October 1, 2016 through September 30, 2019) according to the work plan approved in the final cooperative agreement.

The award under this competition will not cover administrative implementation of the program for the academic year 2016-2017 Humphrey Fellows; a separate cooperative agreement with the current award recipient will cover that group of Fellows until the conclusion of their U.S. program in the late spring of 2017. For the FY2017 cooperative agreement, which this announcement covers, the award recipient will have responsibility for selection, placement, and program implementation for the academic year 2017-2018 Fellows and for alumni programming for all program alumni. In FY2017 and subsequent years, if the award is renewed, the award recipient will additionally be responsible for overseeing the programs of the Fellows who will be in the United States in subsequent years (for example, the programs of academic year 2018-2019 Fellows in FY2018). Please refer to the POGI for specific program and budget guidelines.

Alumni activities should address the following ECA alumni program goals: To foster U.S. diplomatic mission engagement with exchange alumni; to foster alumni implementation and teaching of the concepts they explored during their exchange

programs; to foster on-going communications and collaboration with U.S. professional and academic contacts established while the Fellows were on the program; and to participate in long-term evaluations of the Humphrey Program. Alumni programming may include activities such as workshops allowing alumni to share their knowledge with the public, including youth; activities fostering community service; and small grants competitions.

Proposals submitted in response to this solicitation must conform with the Bureau requirements and guidelines outlined in the Solicitation Package, which includes this Notice of Funding Opportunity (NOFO) as well as the Project Objectives, Goals and Implementation (POGI) and the Proposal Submission Instructions (PSI).

In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine grant monitoring. ECA will consult frequently with the award recipient on details of program implementation. Please refer to the POGI for a detailed listing of ECA responsibilities and recipient organization responsibilities.

#### **B. Federal Award Information:**

**Type of Award:** Cooperative agreement. ECA's level of involvement in this program is listed immediately above.

**Fiscal Year Funds:** 2017

**Approximate Total Funding:** \$11.2 million, pending the availability of FY2017 funds

**Approximate Number of Awards:** 1

**Anticipated Award Date:** Pending the availability of FY2017 funds, October 1, 2016

**Anticipated Project Completion Date:** September 30, 2019

**Additional Information:** Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for four additional fiscal years, before openly competing it again.

#### **C. Eligibility Information:**

##### **C.1. Eligible applicants:**

Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

##### **C.2. Cost Sharing or Matching Funds:**

There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the federal government. Such records

are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

**C.3. Other Eligibility Requirements:**

Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award in an amount of \$11.2 million to support program and administrative costs to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

**D. Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**D.1. Contact Information to Request an Application Package:**

Please contact Paul Schelp in the Humphrey Fellowships and Institutional Linkages Branch, ECA/A/S/U, SA-5, 4th Floor, U.S. Department of State, 2200 C Street, NW, Washington, DC 20037, telephone: (202) 632-6331, e-mail: [pschelp@state.gov](mailto:pschelp@state.gov) to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria, and budget instructions tailored to this competition.

Please specify Bureau Program Officer Paul Schelp and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

**D.2. To Download a Solicitation Package Via Internet:**

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions provided under D.3p. "Application Deadline and Method of Submission" section below.

D.3a. You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria, and budget instructions tailored to this competition.

D.3c. All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.3d. You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency



Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. All ECA awards recipient organizations must be registered with GrantSolutions by accessing [www.GrantSolutions.gov](http://www.GrantSolutions.gov). To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or 1-866-577-0771.

Please take into consideration the following information when preparing your proposal narrative:

#### **D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-44, Suite 668  
301 4<sup>th</sup> Street, SW

Washington, DC 20547

Please refer to Solicitation Package for further information.

### **D.3i. Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the "Support of Diversity" section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

### **D.3j. Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**D.3k. Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen

participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

**D.3l. Communications Guidance for ECA Grant Recipients:** All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.3o. Allowable costs for this program and additional budget guidance are outlined in detail in the POGI document. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

**Application Deadline Date: Tuesday, June 28, 2016**

Method of Submission: Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Find” portion of the system.

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the ‘Get Started’ portion of the site:

<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

D.3q. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

### **E.1. REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

- 1. Program Development and Management:** Your proposed narrative should exhibit originality, substance, and relevance to the Bureau's mission as well as the objectives of the Hubert H. Humphrey Fellowship Program.
- 2. Multiplier effect/impact:** The proposed program strategy should maximize the Humphrey Program's potential to foster mutual understanding and cross-cultural tolerance and to encourage long-term institutional and individual linkages that lay the groundwork for future international cooperation to address global challenges.
- 3. Support of Diversity:** Your proposal should demonstrate your commitment to promoting the awareness and understanding of diversity and should include a strategy for achieving diverse applicant pools for both Fellows and host institution competitions.
- 4. Institutional Capacity and Record:** Your proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by grants staff. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals.
- 5. Follow-on and Alumni Activities:** Your proposal should provide a plan for continued follow-on activity (both with and without Bureau support) ensuring that the Humphrey Fellowship year is not an isolated event. Activities should include tracking and maintaining updated lists of all alumni and facilitating follow-up activities for alumni.
- 6. Project Evaluation:** Your proposal should include a plan and methodology to evaluate the Humphrey Program's degree of success in meeting program

objectives, both as the activities unfold and at their conclusion. Draft survey questionnaires or other techniques plus a description of methodologies to use to link outcomes to original project objectives are recommended. You will be expected to submit annual program reports.

- 7. Cost-effectiveness and Cost Sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Your proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

## **F. Federal Award Administration Information**

### **F.1. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

### **F.2. Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>  
<https://www.statebuy.state.gov/fa/pages/home.aspx>

### **F.3. Reporting Requirements:**

You must provide ECA with an electronic copy of the following required reports:

#### *Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. The frequency of these reports will be determined by the Grants Officer and Program Officer. A SF-PPR,

“Performance Progress Report” Cover Sheet must be submitted with all programmatic reports and can be found here: [http://aopefa.a.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68). The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov). The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [GrantSolutions.gov](http://Grantsolutions.gov), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

## **G. Agency Contacts**

For questions about this announcement, contact: Paul Schelp, U.S. Department of State, Humphrey Fellowships and Institutional Linkages Branch, ECA/A/S/U, SA-5, 4th Floor, U.S. Department of State, 2200 C Street, NW, Washington, DC 20037, telephone: (202) 632-6331, e-mail: [pschelp@state.gov](mailto:pschelp@state.gov)

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.



**H. Other Information:****Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Evan Ryan  
Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

April 20, 2016

